

PS 5251.05 WORK AND PERFORMANCE PAY PROGRAM, INMATE



Change Notice

DIRECTIVE AFFECTED: 5251.05
CHANGE NOTICE NUMBER: 5251.05
DATE: 12/31/98

1. PURPOSE AND SCOPE. To incorporate an Executive Staff decision and Review of Function Initiative 559DXC.5 into the Program Statement on **Inmate Work and Performance Pay Program**.

2. SUMMARY OF CHANGES. This revision modifies inmate work procedures. Specifically, the revised text instructs staff to complete quarterly work evaluations for inmates whose work performance is "above average."

Monthly work evaluations are still required for all other inmates whose work performance is "average or below average." All inmates will continue to be paid monthly based on grade assignment and number of hours worked.

3. ACTION. File this Change Notice in front of the Program Statement on **Inmate Work and Performance Pay Program**.

/s/
Kathleen Hawk Sawyer
Director



Program Statement

OPI: CPD
NUMBER: 5251.05
DATE: 12/31/98
SUBJECT: Inmate Work and
Performance Pay

Rules Effective Date: 12/7/98

1. [PURPOSE AND SCOPE §545.20

a. The Bureau of Prisons operates an inmate work program within its institutions. To the extent practicable, the work program:

(1) Reduces inmate idleness, while allowing the inmate to improve and/or develop useful job skills, work habits, and experiences that will assist in post-release employment; and

(2) Ensures that activities necessary to maintain the day-to-day operation of the institution are completed.

Sentenced inmates who are physically and mentally able to work are required to participate in the work program. When approved by the Warden or designee, drug treatment programming, education, or vocational training may be substituted for all or part of the work program.

b. The Warden may recognize an inmate's work performance or productive participation in specified correctional programs by granting performance pay.]

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. Each physically and mentally able inmate will be assigned to a work program and perform a work activity that contributes to the orderly operation of the institution.

[Bracketed Bold- Rules]

Regular Type - Implementing Information

b. Necessary institution operations and services will be improved through the use of inmate work.

c. Inmate work performance will be evaluated and the evaluation will form the basis for awarding Performance Pay.

d. Inmates who work well or otherwise successfully participate in self improvement programs, will receive monetary awards and other recognition.

e. Inmate idleness and disciplinary code violations resulting from inactivity will be reduced.

f. Inmate job skills, work habits, and marketability upon release will be improved, increasing the likelihood of successful post-release employment.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5251.04 Inmate Work and Performance Pay Program
(1/11/96)

b. Directives Referenced

PS 1040.03	Non-Discrimination Toward Inmates (4/6/94)
PS 1600.07	Occupational Safety and Environmental Health (5/30/96)
PS 5215.04	Youth Corrections Act (YCA) Inmates (9/23/93)
PS 5300.18	Occupational Education Programs (12/23/96)
PS 5300.17	Education, Training, and Leisure Time Program Standards (9/4/96)
PS 5322.10	Classification and Program Review of Inmates (9/4/96)
PS 5324.03	Suicide Prevention Program (5/3/95)
PS 5330.10	Drug Abuse Programs Manual, Inmate (5/25/95)
PS 5350.25	Literacy Program (GED Standard) (9/29/97)
PS 5380.05	Financial Responsibility Program, Inmate (12/22/95)
PS 7331.03	Pretrial Inmates (11/22/94)
PS 8120.01	FPI Work Programs for Inmates (3/27/95)

c. Rules cited in this Program Statement are contained in 28 CFR 545.20-31 and in 28 CFR 39.103.

4. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4265, 3-4394, 3-4395, 3-4396, 3-4397, 3-4398, 3-4400, 3-4403, 3-4404, 3-4407

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-3E-04, 3-ALDF-5A-01, 3-ALDF-5A-02, 3-ALDF-5A-03, 3-ALDF-5A-04, 3-ALDF-5A-05, 3-ALDF-5A-06, 3-ALDF-5A-07, 3-ALDF-5A-08, 3-ALDF-5A-09, 3-ALDF-5A-10, 3-ALDF-5A-12, 3-ALDF-5A-13, 3-ALDF-5A-18, 3-ALDF-5A-19

c. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-5A-01

d. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-3D-04, 1-ABC-5A-01, 1-ABC-5A-02, 1-ABC-5A-03, 1-ABC-5A-07, 1-ABC-5A-07

5. PRETRIAL/HOLDOVER AND/OR DETAINEE PROCEDURES. Procedures specified in this Program Statement do not apply to pretrial and INS Detainees, unless the inmate waives his or her right not to work. The handling of holdover inmates in regard to the Inmate Work and Performance Pay Program shall be addressed in the Institution Supplement at the Warden's discretion. Additional information regarding the management of these inmates is contained in the Program Statement on Pretrial Inmates.

6. [DEFINITIONS §545.21

a. Physically and Mentally Able. For purposes of this rule, this shall include inmates with disabilities who, with or without reasonable accommodation, can perform the essential function of the work assignment.]

A more comprehensive definition of a physically and mentally able inmate is contained within 28 CFR 39.103.

[b. Institution Work Assignment. A work assignment which contributes to the day-to-day operation of the institution (e.g., carpentry, plumbing, food service).

c. Industry Assignment. A Federal Prison Industries (FPI) work assignment.

d. Commissary Assignment. A Trust Fund work assignment.

e. Full-Time Work Assignment. A work assignment to which an inmate is assigned for the entire scheduled work day.

f. Part-Time Work Assignment. A work assignment to which an inmate is assigned for only a portion of the scheduled work day. Part-time work assignments are ordinarily made in conjunction with drug treatment programming, education, and/or vocational training programs.

g. Medically Unassigned. An inmate who, because of medical restrictions, is unable to be assigned to any work program.

h. Light Duty Work Assignment. A work assignment in which an inmate may, because of physical limitations, temporary or otherwise, only perform limited work functions, e.g., sedentary work, no prolonged standing, no lifting over 25 lbs., etc.]

7. [INSTITUTION WORK AND PERFORMANCE PAY COMMITTEE \$545.22

a. The Warden at each Bureau of Prisons institution is to establish an Institution Inmate Work and Performance Pay Committee to administer the institution's work and performance pay program. The Committee is to be comprised of an Associate Warden, the Inmate Performance Pay Coordinator, and any other member(s) the Warden considers appropriate.]

The Warden shall appoint an Inmate Performance Pay Coordinator (IPPC) who is a full-time employee, and who ordinarily serves at a department head level. The institution Controller shall normally serve as either the IPPC or as a committee member.

[b. The Committee is responsible for approving the following aspects of the institution's inmate work and performance pay program:

- (1) Number of inmates on each work detail;
- (2) Number of pay grades in each detail;
- (3) Job descriptions;
- (4) Performance standards;
- (5) Budgeting for special act awards; and,
- (6) Bonus pay/special bonus pay procedures.]

The Inmate Work and Performance Pay Committee ensures that the institution complies with all Program Statement requirements.

8. [INMATE WORK/PROGRAM ASSIGNMENT §545.23

a. Each sentenced inmate who is physically and mentally able is to be assigned to an institutional, industrial, or commissary work program. Exception shall be made to allow for inmate participation in an education, vocational, or drug abuse treatment program, on either a full or part-time basis, where this involvement is mandated by Bureau policy or statute (for example, the Literacy Program). Where such participation is not required by either policy or statute, exception may be made to allow an inmate to participate in an education, vocational, or drug abuse treatment program rather than work full-time upon the request of the inmate and approval of the Warden or designee.]

The inmate's unit classification team ordinarily makes work and program assignments.

[b. A pretrial inmate may not be required to work in any assignment or area other than housekeeping tasks in the inmate's own cell and in the community living area, unless the pretrial inmate has signed a waiver of his or her right not to work (see 28 CFR part 551, subpart J).]

28 CFR part 551, Subpart J is referenced in the Program Statement on Pretrial Inmates. Although pretrial inmates are not required to work, an option is available to them via the Prison System Pretrial Inmate Work Waiver/Notice of Separation form (BP-S203) (Attachment A) in the Program Statement on Pretrial Inmates.

[c. Medically unassigned inmates may be required, to the extent medically possible, to perform housekeeping tasks in the inmate's own cell and in the community living area.

d. In making the work and/or program assignment(s), staff shall consider the inmate's capacity to learn, interests, requests, needs, and eligibility, and the availability of the assignment(s). An inmate's assignment shall be made with consideration of the institution's security and operational needs, and should be consistent with the safekeeping of the inmate and protection of the public.]

Inmates shall be selected and assigned to industrial programs in accord with the Program Statement on FPI Work Programs for Inmates.

Appropriate work assignments for otherwise qualified inmates with disabilities who, with or without reasonable accommodation, can perform the essential functions of an available work assignment are not to be denied such an assignment solely on the basis of the disability. Staff shall not discriminate against or preclude qualified inmates with a disability from participating in work programs. The inmate's safety and ability to function satisfactorily at a particular work assignment, however, must be considered.

Staff may not discriminate against an inmate on the basis of race, religion, sex, national origin, disability, or political belief.

9. [INMATE WORK CONDITIONS §545.24

a. The scheduled work day for an inmate in a federal institution ordinarily consists of a minimum of seven hours.

b. An inmate is expected to report to the place of assignment at the required time. An inmate may not leave an assignment without permission.

c. An inmate, regardless of assignment, is expected to perform all assigned tasks diligently and conscientiously. Disciplinary action may be taken against an inmate who refuses to work, who otherwise evades attendance and performance standards in assigned activities, or who encourages others to do so.

d. Work, vocational, and education programs are to meet the appropriate minimum standards for health and safety. Safety equipment is to be available where needed.]

Qualified staff (for example, the work supervisor) are to make weekly health and safety inspections of work, vocational, and education program areas. The Safety Officer is to make a monthly inspection of these areas.

[e. An inmate is expected to perform the work assignment in a safe manner, using safety equipment as instructed by the work supervisor. In the event of any work related injury, the inmate shall notify the work supervisor so that appropriate action (for example, medical attention, and submission of necessary reports) may be taken.]

See the Program Statement on Occupational Safety and Environmental Health for further information.

10. [ELIGIBILITY FOR PERFORMANCE PAY \$545.25]

a. An inmate may receive performance pay for accomplishments in one or more of the following areas:

(1) Institution work assignment;]

An inmate assigned to an industrial work program does not receive Performance Pay but is paid in accordance with established Federal Prison Industries (FPI) pay grades (see the Program Statement on FPI Work Programs for Inmates). An inmate assigned to an FPI work program who additionally participates in a non-industrial work assignment or program, and does not receive FPI pay for this participation, is eligible for Performance Pay. An inmate may not receive both FPI pay and Performance Pay for the same activity.

Inmates selected as suicide companions shall receive Performance Pay for time spent monitoring a potentially suicidal inmate.

[(2) Literacy program (GED) participation;]

The Program Statement on the Literacy Program (GED Standard) identifies the educational standard to promote an inmate above Grade 4 Performance Pay level.

[(3) Apprenticeship training; and]

An inmate may receive Performance Pay for involvement in an apprenticeship training program. An inmate whose performance in apprenticeship training meets the institution's criteria for Performance Pay may not be excluded from receiving Performance Pay just because the inmate is in apprenticeship training rather than a more traditional institution work assignment. The intent is to **encourage** inmates to participate in vocational training activities. The Superintendent of Industries or the relevant department head, after consulting with the Supervisor of Education, shall determine the rate of pay.

For FPI apprenticeship programs, an inmate may receive Performance Pay for classroom training that is relevant to, but not a part of, the work assignment. An inmate participating in other non-industries apprenticeship programs may be awarded Performance Pay for both the classroom and trades skill training components of the program, in accordance with the institution's regular Performance Pay system.

[(4) Vocational training courses (approved by the Bureau of Prisons as certified vocational training instruction).]

b. An inmate is eligible for performance pay from the date of work or program assignment. An inmate is eligible to receive performance pay for each month that the inmate's performance justifies such payment.]

Monthly Performance Pay awards are to be granted to reward work performance and/or program progress. An inmate may not be denied Performance Pay because of withheld, forfeited, or disallowed good time.

[c. An inmate who refuses to participate in the financial responsibility program shall not ordinarily receive performance pay above the maintenance pay level, or bonus pay, or vacation pay in accordance with 28 CFR part 545, subpart B.]

28 CFR part 545, subpart B refers to the Program Statement on the Inmate Financial Responsibility Program.

[d. An inmate who refuses participation, withdraws, is expelled, or otherwise fails attendance or examination requirements of the drug abuse education course shall be held at the lowest pay grade (Grade 4).]

11. [PERFORMANCE PAY PROVISIONS §545.26

a. The Warden shall ensure that all institution work assignments have standardized work descriptions. Each inmate work position is assigned one of four pay grade levels. Factors to consider in assigning a grade level to the specific work position include the position's educational and vocational requirements, physical demands, working conditions (exposed to dusts, odors, etc.), and the degree of responsibility held by the inmate worker. The inmate assigned to a specific work position shall sign, and, if requested, receive a copy of, that position description.]

The Warden ordinarily assigns an Associate Warden to ensure standard job descriptions are developed. The Inmate Position Description Standards (BP-S574) (Attachment A) provides the format to be used for these job descriptions. The department head, with input from the work assignment supervisor, recommends a grade for each inmate work assignment position. The Performance Pay Committee must approve the job description and grade assignment. The IPPC shall maintain all approved position descriptions.

An inmate work assignment's pay grade is based on the degree of skill and supervision required for the position and the position's impact on the institution compared with other inmate work assignments. For example, a Grade 1 position must be a skilled position which has institution-wide impact and requires minimal supervision. Grades 2 through 4 require lower skill levels, greater supervision, and have less impact on the institution. Some details may have several pay Grade 1 inmates, while other details may not have any pay Grade 1 positions.

Maintenance Pay may be used as temporary compensation for inmates who perform satisfactory work but, due to overcrowded conditions, are assigned to work details in excess of their allotted inmate work positions. Ordinarily, Maintenance Pay should be a monthly flat rate, payable when an inmate has worked two weeks or more on a job assignment. If the inmate has worked on a Maintenance Pay job assignment for less than two weeks, it should be prorated based on the number of hours worked for a particular week.

[b. In recognition of budgetary constraints and for the effective management of the overall performance pay program, the percentage of inmates assigned to each grade level is approximately as follows (Grade 1 is highest pay):

Grade 1 - 5% of the institution's allotted inmate work assignments;

Grade 2 - 15% of the institution's allotted inmate work assignments;

Grade 3 - 25% of the institution's allotted inmate work assignments;

Grade 4 - 55% of the institution's allotted inmate work assignments.

c. An inmate may receive performance pay only for that portion of the month that the inmate was working. Performance pay may not be awarded retroactively.]

The effective date of the award shall be the date of approval. Ordinarily, pay periods shall be set by the calendar month (first to last day).

[d. An inmate is eligible to receive performance pay only for those hours during which the inmate is actually performing satisfactory work or actively participating in an education or vocational training program. Absences from an inmate's scheduled assignment for such reasons as call-outs, visits, sick call, interviews, or making telephone calls shall be deducted from the monthly number of hours worked and will accordingly reduce the amount of pay received by the inmate. Any exception to such reduction in pay must be approved by the Assistant Director, Correctional Programs Division, Central Office.]

The work assignment supervisor shall use the Performance Pay Daily Record (BP-S575) (Attachment B) to **accurately record the actual number of hours** (including partial hours) each inmate works or participates in the assigned program.

An example of an exception case might include participation in a large scale research project (requiring scheduled call outs for inmate-subjects) that benefits the Bureau or the community. In

this circumstance, Wardens are to provide a memorandum to their Regional Directors with a rationale for exempting an inmate(s) from Performance Pay reduction procedures. If the Regional Director approves the exception, the Warden's memorandum and the Regional Director's comments should be provided to the Assistant Director, Correctional Programs Division, Central Office for review and a decision.

[e. Work Evaluation. (1) At the end of each month the work detail/program supervisor shall compute the hours worked by the inmate and the pay to be awarded for that month.]

The work assignment supervisor shall record the monthly or quarterly work evaluation through the Work Performance Rating form (BP-S324) (Attachment C). Unit staff shall purge the BP-S324 after evaluation information has been incorporated into the inmate's Progress Report. Monthly reports are required for inmates whose work performance is average or below regardless of institution location or status.

[(2) An inmate shall receive performance pay only for those hours during which the inmate is actively participating in a work assignment or an education/vocational program.]

(3) The work detail/program supervisor shall rate the inmate's performance in each of several categories on a monthly basis when the inmate's work performance is average or below average or on a quarterly basis when the inmate's work performance is above average. For example, an inmate may be rated in such categories as quality of work, quantity of work, initiative, ability to learn, dependability, response to supervision and instruction, safety and care of equipment, ability to work with others, and overall job proficiency. Any exception to the work performance evaluation procedures cited in this paragraph requires approval of the Assistant Director, Correctional Programs Division, Central Office. The work detail/program supervisor shall review the evaluation with the inmate. The supervisor shall request that the inmate sign the evaluation form. If the inmate refuses to sign the form, the supervisor shall note this refusal on the evaluation and, if known, the reasons for refusal.]

Each staff supervisor shall monitor and evaluate the work performance of each inmate assigned to the detail. If the

inmate's work performance is satisfactory, the hourly rate established for that grade shall apply. Inmates are to receive Performance Pay only for satisfactory work **performance**, and not receive it for just "being on the job."

The work assignment supervisor forwards Work Performance Rating forms to the department head for approval and consolidation into the department's Performance Pay payroll. After payroll consolidation, the forms shall be forwarded to unit teams for placement in the Inmate Central File.

[f. **Bonus Pay.** When the supervisor of an inmate worker or program participant believes the inmate has made exceptional accomplishments or appreciably contributed to the work assignment, the supervisor may recommend that the inmate receive a bonus. For example, an inmate who works in excess of the scheduled work day can qualify for bonus pay. Written justification for the bonus request must be forwarded to the Department Head for approval.]

Bonus Pay may be awarded to an inmate at any grade level. An inmate who refuses to participate in the Inmate Financial Responsibility Program may not ordinarily receive Bonus Pay.

The bonus may not exceed one-half of the inmate's monthly pay. A recommendation for Bonus Pay is made by the work assignment supervisor. **Bonus Pay** is provided to inmates **through department Performance Pay savings.**

[g. **Special Bonus Pay.** An inmate may receive special bonus pay based on the inmate's exceptional work in a temporary job assignment, provided this assignment has been previously identified by the Warden, and approved by the Regional Director, as critical to the institution. When the supervisor of an inmate worker assigned to this temporary job assignment believes the inmate has performed exceptionally well, the supervisor may recommend that the inmate receive a special bonus. Written justification for the special bonus request must be forwarded to the Department Head for approval.]

An inmate may not receive both Bonus Pay and Special Bonus Pay at the same time. Ordinarily, an inmate who refuses to participate in the Inmate Financial Responsibility Program may not receive Special Bonus Pay.

Special Bonus Pay may not exceed the inmate's monthly pay. Special Bonus Pay for a critical position is defined as one that has institution-wide or system-wide impact or is highly technical. The Warden may identify a limited number of critical positions for Special Bonus Pay, and must obtain the Regional Director's approval for these positions.

[h. An inmate's performance pay, once earned, becomes vested.

i. Each inmate in performance pay status shall be notified of monthly earnings.]

12. PERFORMANCE PAY RATES. The Assistant Director, Correctional Programs Division shall issue an Operations Memorandum periodically announcing hourly rates for Performance Pay. The rate shall remain in effect, regardless of the Operations Memorandum's expiration date, until a new rate is announced.

13. [INMATE VACATIONS §545.27

a. An inmate who has worked full-time for 12 consecutive months on an institution work assignment is eligible to take a five-day paid vacation at the inmate's prevailing hourly rate. A recommendation for an inmate to receive vacation credit is made by the inmate's work supervisor, through the Department Head, to the Unit Team, who shall approve the request if the inmate's work performance qualifies for vacation credit.]

It is not necessary for an inmate to work on the **same** work detail for 12 consecutive months to be eligible for a five-day paid vacation.

Ordinarily, an inmate who refuses to participate in the Inmate Financial Responsibility Program is not permitted Vacation Pay.

[b. Staff shall schedule an inmate's vacation so it is compatible with shop production and administrative support requirements.

c. The Warden or designee may authorize an inmate to accumulate vacation credit when:

(1) The inmate is transferred to another institution for the benefit of the government or because of the inmate's favorable adjustment (custody reduction); or

(2) The inmate is placed in a new work assignment in the institution for the benefit of the government or institution, rather than solely at the inmate's request or because of the inmate's poor performance or adverse behavior.]

14. [ACHIEVEMENT AWARDS \$545.28

a. With prior approval of the Education Department, each inmate who completes the Literacy program, Vocational Training, or related trades classroom work that is part of a certified apprenticeship program may be granted an achievement award from performance pay funds.

b. With prior approval of the Psychology Services Department, each inmate who is making satisfactory progress or completes a residential drug treatment program may also be granted an achievement award from performance pay funds.]

The Program Statement on Education, Training, and Leisure Time Program Standards describes program completion requirements for Literacy programs, including English-as-a-Second-Language, and related trades programs. Prior to enrolling an inmate in any of these programs, education staff shall determine, and advise the inmate and the unit team, if completion of the program will qualify the inmate for an Achievement Award. The Supervisor of Education approves Achievement Awards upon the inmate's satisfactory completion of the program. The amount of the award may not exceed \$25.00. Education staff are to notify the unit team when the inmate completes the program.

The Drug Abuse Programs Manual describes program completion requirements for inmates in residential drug treatment programs. Each residential program should advise the inmate of the criteria to be considered for an Achievement Award. The Drug Abuse Treatment Coordinator shall complete the necessary requests for award payments, and for returning them to the Business Office.

For inmates with an "FRP Refuse" assignment refer to the Inmate Financial Responsibility Program Statement for limitations, guidelines, and eligible criteria.

15. PROCESSING OF PERFORMANCE PAY

a. A monthly list shall be prepared to provide the names of all inmates approved for Performance Pay. This list must include:

- ! name,
- ! register number,
- ! hours of satisfactory performance,
- ! hourly amount paid or pay grade, bonus paid, special bonus paid, and,
- ! total amount paid.

It is not necessary to include institutional assignment, release date, or other information. Each department head shall forward the department's monthly list to the IPPC.

b. The Warden shall certify that the inmates listed are eligible to receive Performance Pay. The certified original of this list shall be sent to the institution Controller for posting to the inmate's account.

c. Inmates receiving Performance Pay are to be paid monthly. Performance Pay is ordinarily posted to an inmate's trust fund account within 10 working days of the closing of the pay period.

16. [SPECIAL AWARDS \$545.29

a. Inmates who perform exceptional services not ordinarily a part of the inmate's regular assignment may be granted a special award regardless of the inmate's work or program status. Examples of actions which may result in the inmate being considered for a special award are the following:

- (1) An act of heroism;
- (2) Voluntary acceptance and satisfactory performance of an unusually hazardous assignment;
- (3) An act which protects the lives of employees or inmates, or the property of the United States. (This does not apply to informants);

(4) Suggestions which result in substantial improvements or cost-savings in institutional programs or operations; and

(5) Other exceptionally meritorious or outstanding services consistent with the general character of the preceding cases.

b. The special award may be given in the form of a monetary payment in addition to any other award (e.g., extra good time) given.

c. The Warden of each institution is empowered to approve special awards not exceeding \$150. Awards in excess of this amount may not be made unless approved by the Regional Director.]

The Monetary Special Award Recommendation form (BP-S576) (Attachment D) provides the format for use in processing a monetary special award. The Extra Good Time Recommendation form (BP-S390) (Attachment E), shall be used when awarding extra good time.

17. [FUNDS DUE DECEASED INMATES §545.30. Funds due a deceased inmate for work performed and not yet paid shall be made to a legal representative of the inmate's estate or in accordance with the laws of descent and distribution of the state of the inmate's domicile.]

18. [TRAINING §545.31. The Warden shall ensure that staff receive training on their roles in, and on the operation of, the work and performance pay program. The Warden shall also ensure that the inmate population is informed of the work and performance pay program, and of the hourly rates paid to inmate workers.]

19. ANNUAL INTERNAL REVIEW. The Institution Work and Performance Pay Committee is to ensure an internal review is conducted annually on the institution's total Performance Pay procedures.

20. INSTITUTION SUPPLEMENT. Each Warden shall develop an Institution Supplement to establish local procedures for implementing and evaluating the Inmate Work and Performance Pay Program. The Institution Supplement shall include, at a minimum, the following:

- a. Membership and organization of the Inmate Work and Performance Pay Committee;
- b. Designation of the Inmate Performance Pay Coordinator;
- c. Procedures to ensure the development of position description;
- d. Procedures to pay inmates released before the end of the posting period;
- e. Establish time frames for submitting each department's Performance Pay to the Inmate Performance Pay Coordinator for review; and,
- f. Identify procedures for the handling of long-term holdover inmates in regards to the Inmate Work and Performance Pay Program.

A copy of the Institution Supplement is to be forwarded to the Regional Correctional Programs Administrator for review and approval before issuance.

/s/
Kathleen Hawk Sawyer
Director

Please access the latest issuance of BOPDOCS for Form BP-S574.52, POSITION DESCRIPTION AND STANDARDS.

Please access the latest issuance of BOPDOCS for Form BP-S575.052, PERFORMANCE PAY DAILY RECORD - INMATE.

Please access the latest issuance of BOPDOCS for Form
BP-S324.052 WORK PERFORMANCE RATING - INMATE.

Please access the latest issuance of BOPDOCS for Form
BP-S576.052, MONETARY SPECIAL AWARD RECOMMENDATION - INMATE.

Please access the latest issuacne of BOPDOCS for Form
BP-S390.058, EXTRA GOOD TIME RECOMMENDATION.